

DEPARTMENT OF ARMY

BASIC ORDERING **AGREEMENT** NUMBER

FOR

ISSUING OFFICE : _____ REGIONAL STORAGE MANAGEMENT OFFICE
(RSMO)

(RSMO ADDRESS)

(Name)

(SCAC)

H-1

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SECTION A - SIGNATURE PAGES

BASIC ORDERING AGREEMENT BETWEEN THE

UNITED STATES OF AMERICA AND _____

This Basic Ordering Agreement is entered into as of _____ by and between THE UNITED STATES OF AMERICA, hereinafter called the Government, represented by the Contracting Officer executing this Basic Ordering Agreement, and _____.

:-

(i) ☐ **sole** owner

(ii) ☐ a partnership, or

(iii) ☐ a corporation organized and existing under the laws of the State of _____, **hereinafter** called the "contractor."

This Agreement applies to services which the government may require **from** time to time for the storage of household goods and related services. Should the government order such services, the government **will** require the contractor to furnish **all** necessary labor, material, drayage, vans, equipment, storage facilities, and performance of related services, as may be specified in the service orders for household goods (DD Form 1164, Figure H-1).

The clauses and provisions hereinafter set forth have been agreed upon by the parties hereto for use in negotiated firm fixed price type contracts between the parties entered into on or after the date of this Agreement, and prior to its termination. It is further agreed that the clauses and provisions set forth are mandatory clauses and shall, by reference or attachment, be incorporated in each contract awarded pursuant to this Agreement.

This Agreement, including clauses and provisions hereof, may be amended only by mutual agreement of the parties, and the Agreement may be terminated in its entirety by either party upon thirty (30) days written notice to the other party, except that this Agreement may be terminated by the Government at any time if the parties fail to agree upon any deletion, amendment or addition to this Agreement which is required by statute, Executive Order, Federal Acquisition Regulation, or supplements thereto. No deletion, modification, addition to or termination of, this Agreement shall affect any contracts theretofore entered into between the parties in which this Agreement or a portion thereof has been incorporated by reference.

This Agreement shall be reviewed, as a minimum, annually before the anniversary of its effective date, and revised to conform **with** all requirements of statutes, Executive Orders, Federal Acquisition Regulation, DOD Supplements thereto. This revision shall be evidenced by an agreement modifying this Basic Ordering Agreement or by the issuance of a superseding Basic Ordering Agreement.

This **Agreement** shall not be referred to by the contractor in bids submitted in response to invitations for bids nor become a part of any contract placed through the process of formal advertising.

SECTION C - TECHNICAL PROVISIONS

C-1 SCOPE

a. The purpose of this Basic Ordering Agreement (BOA) is to establish the terms and conditions under which the contractor will provide necessary labor, materials, and equipment for storage of household goods and related services under orders issued from time to time by the ordering officer. This BOA does not obligate the Government to issue any orders for any services.

b. The Contractor shall furnish all necessary labor, materials, drayage, and necessary transport equipment, warehouse and storage for the storage of household good and the performance of related services, as may be specified in the Service Orders for Household Goods (DD Form 1164) issued by an authorized ordering officer at using activities.

c. The rights and obligations of the parties to the agreement shall be subject to and governed by the provisions of the agreement and the order(s) issued hereunder. To the extent of any inconsistency between the agreement and any "order, the provision of the agreement shall control.

d. The agreement shall be reviewed annually, as a minimum, before the anniversary of its effective date, and revised to conform with all requirements of statutes, Executive Orders, the Federal Acquisition Regulation (FAR) or the DOD FAR Supplement. This revision **shall** be evidenced by an agreement modifying the agreement or by the issuance of a superseding agreement.

C-2 GENERAL REQUIREMENTS

a. VEHICLE SPECIFICATIONS. Vehicles used in draying household goods under this agreement shall be closed furniture vans. The interior thereof shall be **clean**, dry, and free from vermin, acid, paint, grease, and all other substances injurious to the articles packed, and shall be provided with a sufficient quantity of clean pads, covers, and other protective equipment to ensure safe delivery of household goods. Lift cases, container pack, or pallet-van packing may be used in lieu of closed van provided protection is afforded against inclement weather. The tailgate of a van shall not be used for hauling of household goods **unless** specifically authorized in advance by the ordering officer. When tailgate loading is authorized, the load **shall** not extend beyond the surface of the tailgate or above the top exterior surface of the vehicle and must be adequately protected against damage. Containers moving by flatbed equipment in local pickup or delivery service will be covered with a waterproof tarpaulin, or other material providing equal protection, when local weather conditions dictate. This waterproof tarpaulin will cover the cargo on the top and sides down to the vehicle bed and all surfaces of the overhang. In any event, such protective covering **will** be available in local pickup or delivery services. Equipment shall be in safe mechanical condition.

b. CONTAINERS AND MATERIALS. All containers and materials used shall be in new or sound condition, adequate for the use employed, and must be dry, clean, and free from vermin, acid, **paint**, grease, and all other substances injurious to the article packed. If material is not new, all marks pertaining to any previous usage shall be completely obliterated. New material must be used for packaging mattresses, box springs, linens, beddings, and clothing. Egg crates, orange crates, and similar types of containers shall not be used.

(1) BOXES. Wood or fiberboard boxes used as specified hereinafter shall be as follows: Wood-cleated fiberwood, wood-cleated plywood, nailed wood, wood-cleated veneer, paper overlaid, wirebound corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood or **solid** fiber and **shall** be well manufactured and free from imperfections which shall affect their utility. Size and spacing of **nails** shall be in accordance with the best commercial practice. All unclined nails shall be either cement **coated** or chemically etched.

(2) CARTONS. Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, mattresses, **lampshades**, draperies, or similar articles. All cartons shall be adequate for the use employed. After packing, cartons must be closed and either glued, stapled (provided specialized stapling machines are used), or sealed by taping lengthwise at the joint on "top" and "bottom." The sidewalls and ends of corrugated or solid fiber cartons shall have a minimum average bursting strength of **200** pounds per square inch. With the exception of mattress cartons, the inside dimensions of the cartop -- length, width, and depth totaled -- shall not exceed 75 inches with a maximum weight limitation of 65 pounds. When determined by the ordering officer as necessary to assure protection, safe movement, and storage of articles, boxes may be used in lieu of cartons.

(3) BARRELS, FIBER DRUMS, DISH PACKS, AND CARTONS. Wood barrels fiber drums, dish packs, or cartons with capacity of not less than 5 cubic feet are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles. When packing of fragile items has been completed and space left in a dish pack, such space may be used for packing other light items. These containers will not contain more than 120 pounds and will have a sidewall bursting strength of a minimum average of 350 pounds per square inch. Corrugated containers may **be** used in lieu of barrel or drum-type containers. The sidewalls and ends of the container will be of a minimum bursting strength of 350 pounds per square inch. Not more than 120 pounds of material will be packed therein. The sum of the interior horizontal and vertical girths will be not less than 157 inches for wooden barrels, fiber drums, or other drum-type containers. The cube of corrugated containers will be determined by **actual** measurements. All barrels, fiber drums, or **dishpacks** will be securely headed and 'marked "THIS END UP."

(4) FILLER AND PADDING. Good quality wood excelsior pads, wood wool excelsior pads, shredded paper pads, cellulose wadding, fiberboard, corrugated fiberboard, **styrofoam**, or kraft-type paper shall be used as a **filler** or for padding for general packing. Material shall be clean, dry, and free from vermin, or any substances injurious to the articles being packed.

(5) WRAPPING PAPER. All wrapping paper used shall be new or clean, kraft-type of not less than 30-pound weight except as otherwise provided herein. Each item of silverware, silver ornamentation, or brass/copper shall be completely wrapped in nontarnish tissue paper.

(6) **PAPER - WAXED** OR TREATED. All waxed paper used **shall** be new or clean manila wax or equivalent of not less than 30-pound weight.

c. PACKING AND PREPARATION FOR DRAYAGE AND/OR STORAGE. The contractor shall be required to perform **all** packing and crating services in accordance with the following: '. '

(1) All packing shall be performed in a manner requiring the least cubic measurement, producing packages that **will** withstand **normal** movement and storage without damage to container or contents and at a minimum of weight. Further, the

number and weight of containers **shall** not be greater than necessary to accomplish efficient movement or storage. All containers must be properly headed or secured.

(2) All finished surfaces whether wood, metal, or other material **likely** to be damaged shall be so protected as to prevent scratching and marring.

(3) The use of damp, wet, or unclean materials is prohibited.

(4) Care shall be exercised to prevent loss or damage of household goods in process of packing, and the contractor shall properly and amply protect goods in its possession by proper protective measures and by stowing effects in a manner not likely to cause damage.

(5) For movement or storage, all barrels, fiber drums, or dish packs shall be properly headed and clearly marked to indicate **"TOP,"** "THIS END UP," or similar markings, and shall be so handled and placed.

(6) In the absence of any general or specific requirements or contract provision, the services shall be performed in accordance with the best commercial practices.

d. PICKUP AND DRAYAGE. The contractor is required to pick up household goods at locations designated in the service order and dray them to the contractor's warehouse subject to requirements hereinafter specified. Pickup and drayage, to include placing the goods within the facility receiving area, **shall** be completed on the date specified on the **DD** Form 1164 between the hours of **7:00** a.m. and **7:00** p.m. unless the ordering officer gives advance approval to a change in date(s) or (hours). The contractor **shall** complete wrapping/processing of items for storage, which is in addition to that required for drayage to the contractor's warehouse, and preservation of items for and during the storage period, no later than five (5) workdays after the pickup of the property. When the prearranged time of pickup cannot be made, it is the contractor's obligation to notify the member and ordering officer immediately. Clothing, mattresses, and fragile items, such as dishes, glassware, and lamps, shall be packed before being drayed. Items that do not require packing or crating may be moved in a **loose** condition and prepared for storage at the warehouse.

e. DISPOSITION OF CONTAINERS AND PACKING MATERIALS. All containers, cartons, and filler material required for packing and protection incident to movement shall remain with each lot until unpacking is performed at destination residence, whether or not the contractor performs the unpacking services.

f. CONTRACTOR PERSONNEL. The personnel will be qualified to perform the assigned duties in the handling of personal property. They will be clean, neat and courteous. If at anytime they appear to be under the influence of drugs or alcohol, or use abusive language, they **will** be replaced by qualified personnel when requested by the Installation Transportation Officer.

C-3 SPECIAL REQUIREMENTS

a. BOOKS. Books shall be placed in cartons or boxes. All books of similar size shall be packed together in rows. Pads of solid or corrugated fiberboard shall be inserted between rows and packed tightly, wedged with pads or paper if necessary **to** fill out the carton or box and to prevent chafing. Books normally shall be packed not more than two rows high in a container.

b. CHINAWARE . GLASSWARE, CROCKERY, LAMPS, CLOCKS, JARDINIERES , STATUARY VASES AND BRIC-A-BRAC . Use of a clean packing material or other modern method (not requiring the use of excelsior or shredded paper) of packing is required for the packing of glassware, chinaware, bric-a-brac, **table lamp bases, and other similar** fragile items. Wrapping and material used shall be in accordance with the best commercial practices for the items being packed. Items shall be wrapped separately, except groups of flat items may be wrapped in bundles if properly divided and cushioned. The heaviest items shall be placed in the bottom of the containers. Barrels, fiber drums, dish packs, and other containers shall be packed as compactly as possible. Padding shall be pressed gently but firmly around each item and as many pieces shall be put in a container as possible with safety. Any surface or edge of an article that is fragile must be protected with cushioning. Stemware shall be packed in containers bottom side up, and bundles of flatware shall be placed in containers on edge.

c. ELLECTRICAL EQUIPMENT - FANS, HEATERS. PORTABLE STOVES, SUNLAMPS, VIBRATORS, AND SIMILAR MINOR APPLIANCES. When necessary to protect electrical equipment for safe transportation or storage, such equipment shall be completely wrapped in kraft-type paper and packed in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When packing is not necessary, the items shall be properly wrapped or padded for protection.

d. KITCHENWARE. All kitchenware shall be packed and padded into containers. The heavier items shall be kept to the bottom of the container.

e. LINENS, DRAPERIES, CLOTHING and like items. Linens, towels, bedding, draperies, and other items of this type, shall be packed into cartons which shall be properly sealed at residence. Clothing **shall** not be stored in closet bags. Flat wardrobe cartons shall be furnished for clothing unless the ordering officer authorizes the use of upright wardrobes. When upright wardrobes are used, no article other than clothing on hangers shall be packed therein. Hangers **will** be removed from clothing packed in **flat** wardrobes.

f. MIRRORS. PICTURES, PAINTINGS, GLASS, OR MARBLE TABLE TOPS, AND SIMILAR FRAGILE ITEMS. These article shall be wrapped, properly cushioned, and packed in a crate or container made specifically for that purpose. When it is determined that crating is required, the contractor must obtain approval of the Government before performing such services. Not more than four articles shall be packed in any one crate or container. Specifications for packing mirrors are applicable to glass tops, glass faced pictures, and paintings; and such items shall be stored on edge. Marble table tops shall be packed separately. Small pictures, mirrors and other items of this type shall be packed carefully into cartons which shall be properly sealed at residence.

g. LAMPSHADES, ORNAMENTS, TOYS, ETC. All **lampshades**, Christmas ornaments, small toys, and other items easily crushed **shall** be wrapped and placed in cartons and shall be insulated from carton walls and from other items. Lampshades shall be wrapped individually with clean paper (not newspaper), placed in cartons, and cushioned to prevent shifting or damages.

h. SILVERWARE. Silverware shall be packed in cartons of proper size to fit article being packed without loss of space. Each item shall be wrapped with nontarnish tissue paper (without **sulphur**) and appropriate pads **shall** be used to insulate and secure pieces in place. Cream pitchers, sugar bowls, and similar

items shall be wrapped and cushioned in corrugated fiber cartons prior to being packed. Any items containing salt shall be emptied.

i. MATTRESSES. All mattresses, except those in hide-a-beds and/or sofa beds (see clause j below), regardless of size or construction, , including box springs, must be placed in cartons of appropriate sizes and completely sealed at residence per clause **C-2b(2)**. All cartons used, including those improvised on site, shall be new and have a minimum bursting strength of 200 pounds per square inch. Foam rubber and cotton mattresses shall be stored horizontally and not under pressure from other items.

j. UPHOLSTERED FURNITURE. Upholstered furniture shall be placed right side up on its legs on racks in special rooms or areas or in suitable containers so that nothing touches or presses against upholstery. Mattresses shall not be removed from hide-a-beds and/or sofa beds which close in such a manner as to offer adequate protection; otherwise, they shall be removed and stored **in accordance** with clause i above, and the inventory annotated accordingly. Removable cushions shall be stored with the master pieces.

k. RUGS. Rugs and rug pads shall be properly rolled (not folded) and protected at residence whenever necessary to provide transportation. Rugs and carpets will be stored on racks or individual tubes or rug boxes in a horizontal position without folding any portion of the rug, carpet or padding.

l. PHONOGRAPH RECORDS. TRANSCRIPTION TAPES. Phonograph records and electrical transcription tapes shall be packed and stored in such a manner that the records and tapes are standing vertically.

m. FIREARMS. All firearms shall be protected from loss and damage during drayage and storage. They shall be identified on the inventory in accordance with clause C-5 and stored with the bulk of the lot unless a separate secured storage area is approved by the contracting officer.

C-4 HANDLING AND OPERATING REQUIREMENTS

a. PREPARATION OF ARTICLES.

(1) Articles having surfaces subject to damage by scratching, marring, or chafing shall be wrapped, at the time of loading, in furniture pads, covers, or other acceptable wrappers which are a part of the contractor's regular equipment.

(2) All nuts, bolts, and screws removed from household goods in preparation for drayage or storage shall be placed in a suitable bag, properly labeled and securely attached to the article from which removed. Component parts of a master item, removed for any reason, shall be securely wrapped into package form, identified as to contents, numbered and cross-referenced on the inventory to the master item from which removed.

(3) All articles shall be removed from chests of drawers, bureaus, clothes hampers, etc., and packed in appropriate containers prior to drayage. However', for lots identified as-pending overseas movement, light nonbreakable items may be packed in dressers, bureaus, and **similar** items. Articles/items which are packed in dressers and chests must be **light in nature, nonbreakable and** of a character not normally susceptible to pilferage. Further, the chest/dresser must be of a

reasonably sturdy construction to accept the additional weight packed therein without undue stress being placed on the chest/dresser which may cause damage. When articles are determined to meet the above criteria and packing within a chest/dresser is acceptable, the packed articles must be wrapped/cushioned to prevent shifting and movement during transit. As a minimum unprinted newsprint or other acceptable cushioning materials will be placed over the articles remaining in the chest/ dresser and all void areas **will** be filled; Additionally, when articles remain in chests and dressers the household goods descriptive inventory and/or warehouse receipt **will** be annotated to clearly and accurately describe the contents. The inventory will be further identified as contractor packed.

(.4) Nothing shall be packed in washers, dryers, refrigerators, freezers, stoves, or other major appliances except such items as electrical cords, connecting hoses and similar items which are required as an integral part of the appliance in its normal operation.

(a) APPLIANCE SERVICING. Servicing, as used herein, consists of the following phases: (1) preparing the appliance at origin residence, as opposed to normal wrapping and packing already provided for, so that they will safely withstand drayage, handling-in, and storage and (2) reversing the preparation when goods are drayed to destination residence as per Item VIII of the Schedule of Services and Rates for Household Goods (DD Form 1162-1), (Sec. B). Servicing shall apply to major household appliances which have free-moving parts, mechanisms, attachments, or accessories, the movement of which, if not properly serviced, would either damage the appliance or render it inoperative. Such servicing shall be in accordance with recommendations of the equipment's manufacturer. Examples of such appliances are washing machines, dryers, ironers, refrigerators, sewing machines, **hi-fi** sets, and other similar major appliance items. Servicing includes securing all loose and moving parts of washing machines, ironers, sewing machines, and similar items; securing the chassis of radio and **hi-fi** sets; and fastening motors. When goods are drayed to residence as per Item VIII of the **DD** Form 1162-1, servicing includes loosening chassis, and similar functions necessary to place the appliance in an operating condition. Servicing does not include repairing the mechanical parts of the appliance in any way at origin or when delivered to residence. Examples of disconnecting or reconnecting services not authorized are: removal or installation of television antennas; removal or installation of air conditioners' or plumbing, electrical or carpenter services, etc. When an appliance has been serviced at origin, such appliance shall be tagged, labeled, or clearly marked to indicate what must be done to replace the item in working condition at destination. In the event that servicing is not required, as per manufacturer's recommendation, a tag or **label shall** be affixed to indicate **"no servicing required."** Any and all servicing shall be the responsibility of the contractor whether such servicing is accomplished by the contractor or by a servicing activity engaged by the contractor. The contractor shall also take necessary measures to protect the interior parts of refrigerators, deep freezers, and similar items to prevent damage by **mold** or mildew during the storage period.

(b) GUMMED TAPE, LABELS, ADHESIVES. Gummed tape, labels, or other forms of adhesives applied to surface of household goods for identification or protection will damage goods if left on the item for extended periods of time. In the placing of labels for identification purposes, care shall be taken to place the labels on **the** backs, inside, or underneath portions in order to avoid damage. Adhesives applied to protect goods from damages that may occur in handling and movement to storage **shall** be removed prior to placing the goods in the storage location of the warehouse.

(c) MARKING. Household goods shall be properly identified at the time of pickup by affixing a tag or tape or marking in case of containers. Contents of cartons and containers shall be indicated on the marker using general terms such as linens, dishes, kitchenware, mirrors, etc. Each article, carton, or container shall be assigned a number which must correspond with the piece number as indicated on the inventory. Each lot shall be separately identified by being assigned a lot number; each article, carton, or container shall have the lot number affixed thereon. The type of identification used and the method of affixing it to the article shall be such as not to damage any article so identified. **All** containers having breakable or fragile articles shall have the words 'Glass,' "Fragile," or "Handle with Care," as applicable, lettered on two opposite sides. Containers with articles to be kept upright shall have the word "UP" stenciled, hand-lettered or printed on four sides and within 6 inches of the top.

(d) PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT. Professional books, papers, and equipment **shall** be identified by the member and packed separately from household goods. These items must be listed separately from other household goods on inventories and packing lists, and the containers must be weighed separately from the rest of the storage lot and the total weight of these items properly annotated on the appropriate documents. When actual weight of professional books, papers, and equipment cannot be obtained, the ordering officer may authorize the use of a constructive weight of 40 pounds per cubic foot and annotate the inventory to indicate constructive weight.

(e) EXPENSIVE AND VALUABLE ITEMS. When items are declared by the member to be expensive and valuable and the member determines the services as provided for herein are not adequate, special handling **shall** be provided at the request of the member and additional charges if any, for such special handling **shall** be at the expense of the member. If the member requests insurance coverage, the contractor shall inform the member how such coverage may be obtained.

(f) MEMBER-PACKED GOODS. The contractor shall inspect all member-packed goods to ascertain the contents, condition of the contents, and that only articles authorized to be stored under this agreement are contained therein. Furthermore, when it is determined by the contractor that goods require repacking, such repacking shall be performed by the contractor, If the member refuses to permit inspection, the contractor shall request instructions from the ordering officer.

(g) DETERMINATION OF WEIGHTS (Gross weight, tare weight, net weight, and constructive weight).

1 The contractor shall determine the tare weight of each vehicle used in the movement of household goods. The vehicle shall be weighed prior to the movement of each lot by a certified weighmaster or on a certified scale. Neither the driver nor any other persons shall be on the vehicle at the time of either weighing. Fuel tanks on vehicles shall be full at time of weighing, or in the alternative, no fuel may be added between the two weighings when the tare weighing is performed first. The vehicle shall contain all pads, chains, dollies, hand trucks, and other equipment needed in the movement of the goods to be loaded thereon when obtaining the tare weight. After the vehicle has been loaded, it shall be weighed in compliance with the procedures. The net weight of the lot shall be obtained by deducting the tare weight from the gross weight. Both the gross and net weight shall then be provided to the ordering officer in accordance with para **C-7c**. Where no certified scale **is available at the** point of origin, the gross weight shall be obtained at the nearest certified **scale** either in the direction of the movement

of the shipment, or in the direction of the next pickup or delivery in the case of part loads. In the transportation of part loads, this section shall apply in all respects, except that the gross weight of a vehicle containing one or more part loads shall be used as the tare weight of such vehicles as to part loads subsequently loaded thereon. Also, the ordering officer or the ordering Officer's representative, upon request of either, shall be permitted, without charge, to accompany, in their own conveyance, the contractor to the weighing station and to observe the weighing of the shipment after loading. The contractor shall use a certified scale which will permit the ordering officer or representative to observe the weighing of the shipment without causing delay. Back weighing shall be permitted only when authorized in advance by the ordering officer.

2 If no certified scale is available at origin, at any point en route, or at destination, a constructive weight, based upon 7 pounds per cubic foot of properly loaded van space, may be used.

3 WEIGHT TICKETS. The contractor shall obtain a weight ticket signed by the weighmaster or its driver for each weighing required under this section with tare and gross weights evidenced by separate weight ticket, except when both weighings are performed on the same **scale**, one weight ticket may be used to record both weighings, and the driver shall enter thereon the member's name, rank and service order number of the shipment involved. No other additions or alterations shall be made on any such tickets. As soon as such tickets are obtained, true copies thereof **shall** be attached to the **warehouseman's** receipt or service orders for a lot, and retained in the contractor's file. A true copy of each weight ticket pertaining to a lot shall furnished the Ordering Officer in accordance with Clause C-7C.

4 The contractor shall use a vehicle scale for obtaining net weights, except when the service order is annotated as follows: "Platform scales may be used for obtaining weights." When platform scales are used, the inapplicable parts of the weight ticket shall be left blank, except the words 'Platform Scale Used" shall be entered thereon.

5 WEIGHT DISCREPANCIES. When a lot has been removed from storage and weighed two or more times prior to delivery to a residence and each subsequently weight obtained is found to be at least 200 pounds less than the weight originally obtained by the contractor, payment for services performed shall be based on the lowest weight. In the event the contractor has been paid on the higher weight, reimbursement **shall** be made by the contractor to the U.S. Government. Should the reweigh weight exceed the storage weight by 200 pounds in favor of the contractor, necessary action will be initiated by the ordering officer for reimbursement of payments to the storage contractor, based on the lowest weight. When a local delivery is requested, only one weight ticket is necessary. This provision shall not apply when weight discrepancies are due to items determined to be missing after storage weight was obtained.

(h) PACKING AND LOADING AT ORIGIN. Packing and loading shall include removing from the member's premises all empty containers, packing materials and other debris accumulated incident to packing and loading.

(-i) UNLOADING AND UNPACKING AT DESTINATION. The contractor **shall** perform unloading and unpacking services on the date specified on the DD Form 1164 between the hours of 7:00 a.m. and 7:00 p.m. Unloading at destination will include the one-time laying of rugs and the one-time placement of furniture and like items

in the appropriate room of the dwelling or a room designated by the property owner. All articles disassembled by the contractor will be reassembled. On a one-time basis, all barrels, boxes, cartons, and/or crates will be unpacked and the contents will be placed in a room designated by property owner, e.g., kitchenware in the kitchen--unpacked and placed on kitchen counters, tables, or other flat surfaces. The unpacking service and removal of debris will be performed at the time goods are delivered to residence unless specifically waived in writing by the member. The waiver will be held in the contractor's files for further reference. When unpacking services are ordered, they shall consist of the following:

1 Unpacking all containers and placement of the contents in such a manner as to be readily available for use by the member.

2 Recording all damages found while unpacking and furnishing the member a signed copy of such record.

3 Removing from the member's premises **all empty** containers, packing materials, and other debris accumulated incident to unpacking unless otherwise specifically requested in writing by the member.

4 Servicing of household appliances as indicated above. "

(j) SPECIAL SERVICING. Articles of an unusual nature may require special servicing for safe transportation and storage. The **cost/price** factor for servicing these articles will be negotiated between the Ordering Officer and the contractor prior to performance. Prices are expected at levels, with the Government as a preferred customer. Cost comparison techniques should be used to assure the reasonableness of the lowest price/rate available. The agreed cost is a one-time buy for the services needed and has no effect on subsequent required services. When it is determined by the Ordering Officer that these articles require special handling which the contractor is unable to perform, the Ordering Officer may authorize the contractor to utilize a professional third party to perform the service. Authorization and payment for the required services **will** be shown on DD Form 1164 as required by Clause I-6, "Extras." The previously agreed on services and cost of the third party services will be noted on DD Form 1164. The contractor's invoice will include the third party paid billing as the substantiation of costs.

C-5 INVENTOR%

a. In conjunction with the member or the member's authorized agent, the contractor, at the time of pickup at location, shall prepare in triplicate an accurate, legible inventory listing of all items received, including contents of containers in general terms such as dishes, linens, etc. , bearing the signature of the member or the member's representative and the contractor or the contractor's representative, both certifying to the correctness of the inventory. The listing of furniture shall be specific and such words as "household goods" or other general descriptive terms shall not be used. Special care shall be exercised to ensure that the inventory reflects the true condition of the household goods as received. General terms such as marred, scratched, soiled, worn, torn, gouged; and like shall not be used unless they are supplemented with an actual description of the degree and location of the exception. All firearms will be individually listed on the inventory showing the **make**, model, and serial number, and caliber or gauge. Motorcycles shall be inventoried as one line item, listing its serial number, make,

model, year, and mileage. The inventory and service order for storage lots designated for overseas **delivery shall** be marked "for overseas later" and items numbers five, ten, and fifteen of the lot coordinated between the contractor and the shipping activity to confirm the proper items/lot is being shipped.

b. The Household Goods Descriptive Inventory (Figure H-3), a format or a facsimile thereof containing the same information, shall be used by the contractor to meet the inventory requirements contained in this clause, a through e.

c. Exception and location symbols used to describe the condition of the items , -listed on the inventory must be as shown in Figure H-3.

d. The inventory **shall** show (1) contractor's name and mailing address; (2) destination completed to identify the location of the warehouse(s) in which the lot is stored; (3) member's name, grade or rank and social security number; (4) pickup address; (5) service order; (6) agreement and effective modification number; (7) contractor's lot number; (8) page number and number of pages; and (9) total number of items covered by the inventory.

e. A legible copy of the completed inventory shall be furnished to the member or the member's agent at the time of pickup. The original copy shall be furnished to the using activity and a legible copy retained by the storage contractor. When a combination inventory-warehouse receipt is used, the original copy will be furnished to the ordering officer and the contractor **shall** retain a legible copy. In the event that, upon checking the **lot** into the warehouse, items are discovered which were omitted from the inventory at residence, they shall be added to the original and annotated as additional items not shown on the copy furnished at time of pickup.

f. For those items separated and identified as expensive and valuable items by the member or the member's agent, a detailed inventory will be prepared by the contractor and certified by the member or the member's agent. This special agreement will be made an addendum to the total inventory bearing the signature of the contractor or the contractor's representative. The listing of expensive and valuable items in containers will be in specific terms such as; "12 forks, 12 spoons, and one clock."

g. When the storage contractor handles a lot out to a carrier, the contractor will furnish the carrier's driver with two legible copies of the contemporary storage inventory and will, in conjunction with carrier's driver, check each item out of the storage lot in accordance with such inventory. If, at the time each item is checked out, there is a difference in the condition of the item from that listed in the contemporary storage inventory, the carrier's driver will prepare an Exception Sheet noting thereon any shortages/overages, or differing conditions. When the carrier's driver elects to make a new inventory, differences as to shortages/overages or conditions of items will be shown on an exception sheet as described above. In the event the opinions of the carrier's driver and the storage contractor's representative differ as to shortage/overage or condition, both opinions will be listed on the Exception Sheet and separately identified as to source. Both the carrier's and storage contractor's representative will sign and date the Exception Sheet, each retaining a legible copy for their file. Such Exception Sheet will remain an internal industry document. In the event a claim is filed with the **military** activity, only then **will** the carrier and/or storage contractor furnish legible copies of the exception sheet to concerned claims officer.

C-6 STORAGE REQUIREMENTS

a. Preparation of Articles for Storage.

(1) Items having painted, enameled, porcelain, polished, or finished surfaces of other kinds **shall** be so protected as to prevent scratching, marring, or other damages to the surfaces from items in the lot or from dust, moisture, etc. Articles having such surfaces shall be padded and wrapped or covered with appropriate materials.

(2) Articles such as garden tools, coil springs, bicycles, television antennas, etc., not subject to deterioration by dust need not be wrapped, but corrugated paper or other suitable material shall be used to separate these articles from finished articles in the same lot.

(3) The contractor shall ensure that power-driven **equipment** has been drained of all gasoline and oil at residence and so tagged or labeled.

(4) The member has the initial obligation to remove all the gasoline, and the battery from a motorcycle prior to pick up for storage. Also, to lubricate the gas tank interior, carburetor, control cables, and drain the radiator system. Oil does not require removal. Keys will remain with the contractor/carrier to facilitate handling and movement. Upon release from storage, the key will be placed in a suitable bag and affixed to the handle bars of the motorcycle. For lots identified as pending overseas movement the battery may remain in the motorcycle. However, the member **must** disconnect and wrap the battery cables.

b. Preservation of Items for Storage.

(1) Insecticides or repellents shall be used to provide constant protection for all materials made wholly or partially of wool and other materials subject to insect damage.

(2) Rugs, rug pads and carpets **shall** have an application of appropriate insecticides or repellents and placed in individual dust-free boxes or cylinders, vaults of proper length, or individually wrapped in 60-pound kraft type wrapping paper and secured with tape or twine. However, when rugs pads, or carpets are stored in cold storage rooms, or in fumigated rug rooms that are sealed against entrance of dust and escape of fumigants, wrapping is not required. Rolled rugs, pads and carpets shall be stored in racks or containers which shall be so constructed that items shall not bend, and they shall not be more than three rolls deep to prevent crushing. Rugs, pads or carpets shall not be folded for drayage or storage. Rust-free wire tags or other suitable identification labels not injurious to the fabric, indicating the lot number, item number and owner's name **shall** be affixed to the rug and the outside containers or wrapping. The warehouse location of rugs, rug pads and carpets shall be recorded as prescribed by clause **C-6d**.

(3) Upholstered furniture, in addition to the application of appropriate insecticides or repellents, **shall** be placed in individual containers, prefabricated covers of paper or plastics, or individually wrapped in 60-pound kraft-type paper and secured with tape. When clear plastic coverings are used, care shall be taken to prevent fading or bleaching of materials. When such articles are stored in fumigated rooms or in individual containers that are **sealed against** entrance of dust and escape of fumigants, wrapping is not required. Items shall be identified as required in Section **C-6d**.

(4) Items, other than those listed above, susceptible to insect damage shall be stored in suitable containers, protected with insecticides or repellents and sealed.

(5) Pianos and organs shall be stored separately whether "open" or pallet storage is employed by the contractor. Such instruments shall be shrouded in 60-pound kraft-type paper, or in cloth; insecticides or repellents **shall** be placed near the felts. Care shall be taken to store such instruments areas of the warehouse where changes in humidity and temperature are at a minimum. When fumigated piano storage rooms that are sealed against the entrance of dust and escape of fumigants are used, the above specifications shall not apply. Identification will be in compliance with paragraph **C-6d**.

(6) The contractor shall be responsible for ensuring that all chemicals used for repelling insects or vermin do not have a harmful effect on any of the materials on which they are used.

(7) The contractor **shall** take all necessary measures for pest control and prevention of mold or mildew and **shall** maintain periodic inspection as frequently as necessary to prevent damage to personal property in storage.

(8) The contractor shall be responsible for ensuring that firearms are protected from loss and properly marked with the lot number, item number and owner's name when stored in a separate storage area.

(9) Motorcycles shall be **placed** upright, be tagged by wire bound tag, or equal, listing thereon the owner's name, lot number, service order number, or company control number, and item number. The motorcycle shall be fully covered, and wrapped in a protective material with nothing touching or pressing on it and may be stored in a separate area of the warehouse.

c. **Storage Area.**

(1) Areas assigned for preparation and storage of household goods shall be such as to prevent pilferage or damage by sunlight, heat, water or "fire. Household goods shall be stored in areas that are dry, clean, free from dust, **vermin** and rodents, have adequate fire protection, and be accessible for routine inspection.

(2) Minimum clearance above stacks, width of **aisles**, accessibility of fire aisles, distribution of fire extinguishers, etc., **shall** be in accordance with existing local ordinances. The contractor shall comply with nationally recognized codes and standards.

(3) Care shall be exercised to ensure that household goods are not exposed to hazardous materials or operations inside or outside the warehouse.

(4) "No Smoking" signs **shall** be conspicuously posted in all storage areas and smoking restrictions shall be rigidly enforced.

(5) Waste or refuse **shall** be removed from storage areas or kept in metal containers with tight-fitting metal lids.

(6) Aisles, driveways, and entrances shall be kept free of storage and equipment not being currently handled or operated.

(7) Household goods shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of at **least** 2 inches clearance from the floor to the bottom-most portion of the stored goods. Containers or property will not be stored in contact with exterior walls. Height of household goods properly stacked loose shall not exceed 10 feet. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets and other like items are excluded from these requirements. Segregated items shall not be stored on the top of **moveable** storage containers or storage boxes.

(8) Heating, electrical, plumbing and other systems shall be in good working order, maintained in sound condition and meet all requirements of local ordinances or nationally recognized codes.

(9) The operation and/or garaging of powered equipment such as trucks, vans, and fork lifts, etc., will be, at a minimum, in accordance with nationally recognized codes and standards (American Insurance Association, National Fire Protection Association, American Standards Association, etc.). In addition, local codes and standards will be adhered to. Gas pumps and other fuel storage shall meet all provisions of the local ordinances or nationally recognized codes and standards. Electrical storage batteries shall not be recharged in the warehouse unless precautions have been taken to prevent explosion from the gas generated.

d. Locator Systems and Lot Identification. The Contractor shall maintain an up-to-date locator system which **will** permit the prompt identification and location of each lot and individual items required to be stored separately.

(1) The nucleus of a recommended locator system appears at Attachment 5. An acceptable system requires the following minimum control data for the pallet/box locator sheet, stencil or tag; Owner's Name, Rank/Rate, Lot Number (Service Order; or Company Control Number including Date In and the Type of storage), Pallet/Box Number and Location.

(2) The bottom portion of the recommended locator system (Figure H-4) reflects a numbering system for control of items by inventory number within each pallet/box. Use of this portion of the locator form is optional, but highly recommended.

(3) Segregated items such as rugs, rug pads, upholstered pieces, pianos, organs, oversized items, **lawnmowers**, garden tractors, tillers, bicycles, TV antennas, ladders, tires, etc., will have an identity tag reflecting the owner's name, lot number (Service Order Number; or Company Lot Number including date in and type of storage) and Item Number. This tag will be fastened to the item by rust-proof wire, string, plastic or equivalent.

(4) The master locator sheet, reflecting all information on the pallet/box locator sheet and, in addition, each Pallet/Box Number and its location, and a list of segregated items and location **will** be kept in the office jacket file. A duplicate copy of the master locator sheet **will be kept** in either the **warehouseman's** files, if physically maintained in the warehouse, or affixed to a pallet/stack if warehouse files are not maintained.

e. Warehouse Security. The contractor **shall** have established protective procedures for this **facility(ies)** to ensure that adequate safeguards have been taken to preclude unauthorized access. Particular attention shall be given to doors,

windows, skylights, roof vents, cupolas, metal side panels, etc., to ensure that they do not permit simple entry on the part of a thief. Specific procedures are to include:

(1) Contractor's employees within their area of responsibility must be counseled on the importance of security and should be made aware of specific security procedures established by the contractor for each storage facility.

(2) Movement of outsiders within a warehouse should be closely controlled and monitored by the contractor and/or his employees.

(3) Two locking mechanisms are required on all warehouse access doors.

(4) Access walk-in doors, warehouse doors, and warehouse/office windows which would permit warehouse entry by breaking glass panes, requires installation of heavy metal mesh or bars, or installation of an electronic detection system.

(5) The doors on all closed vans will be **secured** with heavy duty (case hardened) padlocks or surface **key** locks.

C-7 CONTRACTOR'S DUTIES - LOCATION OF STORAGE FACILITIES

a. The contractor shall complete pickup and drayage services ordered hereunder on the date specified on the **DD** Form 1164 for such services and shall proceed in compliance with provisions of Paragraph C-2d to perform pickup, drayage and unloading services between the hours of **7:00** AM and **7:00** PM. The contractor shall begin performance of handling-in services upon arrival of the property at the warehouse, to include placing the goods within the facility, and shall complete placing the goods within the facility no later than the following working day. The contractor shall have (5) five working days from the date of pickup to complete the remaining handling-in service. The contractor shall begin performance of handling-out services as ordered; however, the contractor shall be given advance notice of at least five (5) working days.

b. The contractor shall treat each lot placed in storage as a result of issuance of a **DD** Form 1164 as a separate entity for the purpose of separation, identification, and delivery and shall otherwise comply with the applicable laws and regulations with respect to separation and identification.

c. The contractor shall furnish to the ordering officer within 5-working days after receipt of each lot of household goods the applicable weight certificates, with the original and one copy of a nonnegotiable warehouse receipt for each lot stored. The warehouse receipt shall, in addition to the information required by applicable law, contain the following: (1) member's name, grade or rank and social security number (**SSN**); (2) member's **billing** address (when applicable); (3) the number of both this agreement, as modified, and the service order; (4) inventory description of household goods (Figure H-3), see paragraph C-5; (5) net weight determined in accordance with paragraph C-4(h) (6) location of warehouse, as shown on the inventory form; (7) contractor's number for the lot; and (8) notation of any overage, shortage, or damage. The use of a legible combination inventory-warehouse receipt form is acceptable if the form contains **all** the information required by applicable laws-and this agreement. When storage or other services are at Government expense, the provisions of the service order and this agreement shall

govern in the event of any inconsistency between the service order and agreement on the one hand and the warehouse receipt on the other. For this purpose, the term "inconsistency" is extended to include any provision of a warehouse receipt which is in addition to, or in excess of, the provisions of a service order or this agreement.

d. (1) In the event that, after coming into the custody of the contractor, household goods are stolen, lost and/or damaged during attempted theft lost and/or damaged as a result of fire (including water damage incident to a fire), flood, earthquake, tornado, or any other similar type of occurrence, or if the goods are subject to the probability of **loss** and/or damage so that without preventive measure being taken, loss and/or damage is likely to result, the contractor shall immediately notify the contracting officer thereof by the quickest means of communication, and the contractor shall take immediate action to protect the goods from further loss and/or damage. The contracting officer shall thereupon conduct an investigation into the circumstances surrounding the incident to determine the responsibility for the incident and/or release of such **responsibility** on the part of the contractor. The contracting officer reserves the right to award/not award any business during the period of the investigation. The contractor shall immediately, at its own expense, proceed to unpack **all** affected containers, boxes, **cartons**, etc. The contractor shall take such steps as are necessary to properly dry items which are wet or damp. The contractor **shall** submit within 10-working days, or such longer period as the contracting officer may authorize, in writing, a report of the loss and/or damage to each item or article listed on the inventory or warehouse receipt, in duplicate, to the ordering officer(s), with a copy to the contracting officer. In addition, the contractor shall, as directed by the ordering officer, accomplish dry cleaning, laundering, oiling finished surfaces with an appropriate furniture oil, and other similar preventative measures, and repack and restack the items for continued storage. Cost incurred by the contractor incident to the performance of the services enumerated in the preceding sentence shall be borne initially by the Government subject to **final** determination by the contracting officer of the contractor's liability. The contractor shall not dispose of any damaged items or articles except with the written approval of the ordering officer.

(2) Reimbursement to the contractor for work done in conjunction with avoiding or mitigating damages due to disaster covered by this clause shall not exceed actual cost and **shall** include no direct or indirect element of profit to the contractor. The contractor shall maintain a complete record of all labor and material (by lot) used in carrying out the duties and responsibilities of this clause. In no event **will** the Government be financially responsible for any costs included in contractor's insurance coverage for which his insurance carrier assumes the responsibility and makes appropriate payment.

(3) No action taken by the contracting officer under this paragraph shall in any way constitute a waiver of the liability imposed by clause H-7, hereof upon the contractor who **shall** continue to be liable in accordance with the provisions thereof as if no action had been taken under this paragraph, nor shall it be deemed to constitute a waiver of any other liability **imposed** by **law** or by any of the other provisions of this agreement.

(4) In any other cases of shortage or damage to household goods **while** in its possession, custody, or control, the contractor shall, without additional cost to the Government, furnish to the ordering officer a complete report of the incident, in duplicate, with a copy to the contracting officer, within 5-working days following the detection and/or occurrence.

e. The contractor agrees that while household goods remain in a warehouse under the provisions of this agreement, the contractor will maintain such warehouse in accordance with the Department of Defense fire protection standards and recognized national and local fire ordinances or codes (DOD 4500.34-R, Appendix G).

f. Whenever a change in business organization or corporate structure (e.g., name change, officer change, or sale) is about to occur, the contractor shall notify the contracting officer immediately, but in no event **later** than 30 days prior to effecting the change. The contractor agrees to notify the contracting officer, in writing, at least 30 days in advance of any changes which may decrease the , -contractor's responsibility as a Government contractor.

g. The contractor shall not release household goods from storage during the storage period except upon written authorization of the ordering officer.

h. The contractor shall procure liability insurance and furnish to the contracting officer a certificate of insurance from **the** insurance company (see Attachment 3) to cover household goods stored in the contractor's warehouse(s) to assure that:

(1) Coverage is maintained in force for property accepted by-the contractor under contract for any Government agency.

(2) The coverage is maintained in minimum **limits** of \$1.50 per pound at each location.

(3) A 30-day advance written notice will be given to the contracting officer in event of cancellation or any material change and/or reduction in the coverage. Upon cancellation of the present insurance policy, the contractor must provide evidence of continuing insurance to the contracting officer at least 10 days prior to cancellation date of present policy.

(4) Deductibles are applicable on an occurrence basis and shall not exceed \$100.

NOTE : The underwriter of **warehouseman's** legal liability insurance must have a policyholder's rating of **"A"** or better in current issue of Best's Insurance Guide. A **Reinsurance** Assumption Endorsement may be executed by an insurance underwriter to meet the required criteria.

i. The signing of this Basic Ordering Agreement is a certification that the prices shown herein are no higher than the rates charged the most favored customer being furnished the services contemplated herein.

j. The contractor shall store household goods only in facilities listed below:

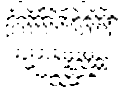
LOCATION (Street Address, City, State and Zip Code)	FIRE CLASS	WEIGHT LIMIT

At no time shall the total weight stored exceed the weight limit in pounds indicated for each location. In order to ensure that limits indicated for each location are not exceeded, a record will be maintained for each location reflecting the number of lots and total weight of lots stored by the Government under this and other agreements.

k. In cases where an insurance carrier of the member, or contractor, assumes responsibility for the cost or makes payments to the contractor for any or all of the preventative measures, the expenses of which are to be borne by the Government, the contractor shall, as soon as practicable, notify the contracting officer **thereof**. Where payment has already been made by the Government, the contractor shall, in accordance with the directions of the contracting officer, reimburse the Government to the extent that payments have been made by the insurance carrier.

1. The contractor shall, without additional expense to the Government, be responsible for obtaining any necessary operating authority, licenses and permits prior to award of a resultant contract and for complying with **all** laws, ordinances, statutes and regulations in connection with the furnishing of **the** services herein.

SECTION D - Pending Revision



5 -

SECTION E - INSPECTION

The contracting officer shall inspect the facilities and operations of the contractor or any lot(s) in the possession, custody, or control of the contractor. Inspections shall take place during regular business hours. The contractor shall furnish the necessary labor and equipment to assist in the inspection at no cost to the Government.

SECTION F - PERFORMANCE PERIOD

The period of storage shall be set forth on service orders issued in accordance with Section H-4, "Service Orders".

SECTION G - CONTRACT ADMINISTRATION DATA

G-1 PAYMENT ADDRESS

Indicate below the address where payment should be mailed if such address is different from that stated on cover sheet:

G-2 INVOICES

Invoices shall be submitted in **quintuplicate** to the ordering officer unless otherwise directed by the ordering officer. Mechanized invoices may be **used** providing they satisfy the requirements of the Federal Acquisition Regulation and supplements thereto and accounting practices of the individual military services. Invoices shall be submitted (a) monthly with respect to prestorage, handling-in, handling-out and post-storage services and (b) quarterly with respect to storage. Either consolidated or single lot quarterly invoices for storage shall be submitted and shall contain the following information for each lot.

- (1) Basic Ordering Agreement and applicable modification number.
- (2) Service order number.
- (3) Period of storage for which payment is claimed.
- (4) Item designation of services for which payment is claimed from the Schedule of Services and Rates for Household Goods (DD Form 1162-1), (Section B).
- (5) Contractor's number for the lot.
- (6) Weight as determined in Section **C-4h**.
- (7) Member's names, grades or ranks, and social security numbers.
- (8) The fund citation(s) appearing on initial or supplemental service order(s).

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H-1 Rate Submission

a. Rates will be submitted by the contractor on company stationary/letterhead or on **DD** Form 1162-1, Schedule of Services and Rates for Household Goods (Section B). Initial rates and rate decreases may be submitted on or before the fifteenth of any month to become effective on the first day of the second subsequent month. Rate increases **may** only be filed on or before 15 March and 15 September to be effective 1 May and 1 November, respectively. Rates submitted will remain in effect until revised as provided herein. Revises rates will be incorporated into the Agreement by modification. Rate submissions must be postmarked no later than the fifteenth of the entry month, regardless of weekends and holidays.

b. Contractors must submit offers for all **zones and** on all items enumerated in the Schedule of Services and Rate for Household Goods (DD Form 1162-1), (Section B). If there is to be no charge for an item, an entry such as "No Charge", or the letters "NC", must be made in the unit price column of the schedule. If the contractor does not have operating authority for a zone listed on the schedule, an entry of "No Operating Authority" or "NOA" must be entered in the unit price column of the rate schedule.

H-2 Wage Rate Determination (Subparagraphs are applicable if block has an "X").

☐ a. Wage rate determination applicable to this Agreement.

☐ b. Service Contract Act (**SCA**) Minimum Wages and Fringe Benefits DOD FAR Supplement 252.222-7001 (1979 **Sep**).

An SCA wage determination applicable to this work has been requested from the US Department of Labor. If an SCA wage determination is not incorporated herein, the bidders/offerors shall consider the economic terms of the collective bargaining agreement (CBA) between the incumbent contractor _____ and the _____ (union). Copies of the agreement can be obtained from the contracting officer. Pursuant to DOL Regulation, 29 CFR **4.1c**, the economic terms of that agreement (or any new CBA negotiated 10 or more days prior to the opening of bids, or the commencement of the contract in the case of negotiated contracts, exercise of options, or extension) will apply to the contract resulting from this Agreement notwithstanding the absence of a wage determination reflecting such terms unless it is determined, after a hearing pursuant to section 4(c) of the SCA, that they are substantially at variance with the wages prevailing in the area.

H-3 Using Activities - Ordering Officers

a. The contracting officer executing this agreement shall notify the contractor, in writing, of the names and locations of using activities authorized to issue service orders for household goods under this agreement. The contracting officer of each using activity **shall** notify the contractor and the contracting officer, in **writing**, of the names of all ordering officers authorized to issue service orders for the using activity under this agreement.

b. In the event the carrier does not pick up the lot on the specified date, the

contractor **shall** notify the ordering officer and continue to store, protect and be responsible for the property. Appropriate compensation will be made for restoring the shipment upon approval of the ordering officer. The ordering officer will take action to annotate the Service Order for Household Goods (DD Form 1164) (Attachment 2) to require set-off action against the carrier on the applicable Government bill of lading by the service finance center for extra charges attributed to the carrier for not picking up the storage **lots** as scheduled.

c. When it is desired to remove all or part of a lot from the contractor's warehouse, the contractor may be unable to deliver some items to the carrier because of inability to locate them. In the event that these items are subsequently found in the warehouse by the contractor, the contractor **shall** be responsible for **all** shipping charges (in excess of what it would have cost the Government had the item(s) moved with the-main lot) from the storage facility to the base, installation or home address where the military member is located. In the event the wrong lot or items are **shipped/delivered**, the contractor will be responsible for shipping costs for returning the erroneous lot or items and delivered the-correct lot or items. Compensation to the contractor will not be over and above what it would have originally cost had the correct **lot** or items been delivered.

d. When the contractor attempts pickup at residence on the date specified on the **DD** Form 1164, and the member/member's representative is not available at residence, the contractor, upon approval of the ordering officer, shall be paid the drayage rate (Item 3, DD Form 1162-1) on a 500-pound shipment.

e. When the contractor attempts delivery at residence on the date specified on the DD Form 1164, and the member is unable to accept the shipment to his residence, the contractor, upon approval of the ordering officer, shall be paid the delivery rate (Item 7, **DD** Form 1162-1) on actual weight.

f. When ordered on **DD** Form 1164, the Contractor will prepare an inventory for high/extraordinary value items and such "special services" shall be payable according to the rates set forth in DD Form 1162-1. The requested special services must be annotated on the DD Form 1164 by the ordering officer.

H-4 SERVICE ORDERS

a. Whenever a using activity requires the service of the contractor, the ordering officer will notify the contractor (in writing or by telephone) of the services required and, when applicable, of the estimated weight of the household goods involved and such other information as may be pertinent.

b. When the contractor has the facilities available and capability to perform the requested services, the contractor shall advise the ordering officer of the acceptance of the order and provide a lot number. Rates in effect on the date of offer are the applicable rates thereafter used. Show Cause (cure notice) for termination may be initiated by the contracting officer when a contractor fails to perform requested services in a pattern of selectivity indicating continuous avoidance of bookings by size or service area. If the contractor cannot accept orders during a given period of time or for a specific storage facility, the contractor **will** so **notify** the ordering officer by telephone and confirm in writing to the ordering officer and the appropriate contracting officer.

c. To accept the offer, the ordering officer **shall** issue DD Form 1164, incorporating the terms of the offer, within the time set forth in the contractor's offer of services. Upon receipt of the service order, the contractor **shall** be obligated to furnish the specified services in accordance with the provisions of said service order and this agreement. An enforceable contract is entered into when the contractor receives the Government service order for the specified services in accordance with the terms and conditions of this agreement. Upon receipt of the initial service order (with respect to any lot of household goods), the contractor **shall** be obligated to furnish such additional services **listed** in the Schedule of Services and Rate for Household Goods (DD Form 1162-1), (Section B), as may be ordered by supplemental service orders in effect at the time of the initial order.

d. Initial service orders **shall** be for a period ending on the day preceding the first day of the-succeeding Government fiscal year (or in the case of temporary storage, for a period not later than 6 month thereafter). In each case, the service order shall be renewable, at the option of the Government, for 4 successive Government fiscal years on an annual basis (or such lesser periods as the services are required) at the same rates and on the terms as in effect under the initial service order. Renewal shall be evidenced by written notice to the contractor. The date of performance of, and citation of funds for, handling-out **and** post-storage services shall be included in a supplemental service order. For lots remaining in storage past the 4th successive year, the active contractor shall be obligated to accept storage at negotiated rates not to exceed his present rates for 4 successive fiscal years. For inactive BOAS, the rate will be negotiated by the contracting officer on an annual basis.

e. When it is know by the ordering officer, prior to the issuance of a service order, that a portion of the member's household goods will be withdrawn at Government expense for subsequent shipment, and the other portion will remain in storage, two separate service orders shall be issued and the transaction treated as two lots which shall require two inventories and two warehouse receipts. When this information is not known by the ordering officer and the member is, subsequent to storage, entitled to partial removal, a supplemental service order shall be issued for handling out of only that portion of the lot which must be handled to permit removal of the goods for shipment, and handling-in for the portion which must be restored. Actual weight must be determined by weighing the articles released from storage and subtracting this weight from the original storage weight. The contractor shall provide the ordering officer with an estimate of the total weight to be handled out prior to issuance of **the** service order for partial removal. The contractor shall furnish to the ordering officer a new or revised warehouse receipt and/or combination inventory-warehouse receipt, original and one copy, listing only those items remaining in storage, conforming with the provisions of paragraph C-7.

H-5 CHARGES

a. Charges under initial service orders and all supplemental orders shall be computed at the rates set forth in the DD Form 1162-1 in effect and on the date services are ordered under the initial service order.

b. Monthly storage charges shall be payable in accordance with the rates set forth in **the** DD Form 1162-1 and computations set forth **below**:

(1) Storage charges are payable for a calendar month, except one-half month's storage charge shall be paid on lots received for storage on or after the 16th day of a month and lots released from storage on or before the 15th day of a month.

(2) In the event a partial removal of a lot is made or destruction or loss occurs one or before the 15th day of the month, the contractor shall be paid one-half month's storage for the beginning weight and one-half month's storage for the remaining weight for that month. If that partial removal is made, or destruction or loss occurs, on or after the 16th day of the month, the contractor **shall be** paid a full month's storage for the weight recorded at the beginning of the month. Charges for the succeeding month(s) shall be computed on the weight remaining in storage. (Handling-out and handling-in charges, per paragraph H-4, shall be in addition to the storage charges.)

c. Charges for items described in DD Form 1162-1 shall be computed on the basis of the net weight of the **lot** including necessary cartons, **packaging**, packaging materials, crates for mirrors, pictures, table tops, etc., but excluding the weight of any blocking, bracing, **dunnage**, pallet, pallet boxes, and other containers.

d. All items of service ordered shall be subject to and payable on the-basis of a minimum weight of 500 pounds net.

e. Where partial removal of a lot is less than 100p **pounds**, no adjustment **will** be made in the remaining storage weight.

f. The Government shall not be liable for storage or service charges in connection with that portion of a lot which is in excess of weight limitations imposed by law or regulation or in connection with lots remaining in storage after the expiration of the period of entitlement of a member to storage at Government expense.

g. The contractor shall provide such special handling and additional protection as the member may request. However, the charge therefore shall be a matter of independent agreement with the member, and the Government shall not be liable therefore.

H-6 COMPENSATION

a. The Government reserves the right to award the contract for transportation of any lot of household goods stored with a contractor to any carrier the Government may select. The contractor shall promptly, and in accordance with the direction of the appropriate ordering officer, make lots available to the receiving carrier on a properly protected loading area of the contractor in a condition satisfactory to be received by such carrier. The contractor shall permit any such carrier to inventory and load goods from its facility without any charges to the receiving carrier or the Government and **will** acknowledge the receiving carrier's notation of damage or shortage by signing the receiving carrier's exception sheet or rider, noting the damages and/or shortages, or by allowing the receiving carrier's agent to note damages and/or shortages on the **contractor's inventory** form.

b. In the event 'the carrier does not pick up the lot on the specified date, the contractor **shall** notify **the ordering** officer and continue to store, protect, and be responsible for the property. Appropriate compensation will be made for restoring

the shipment upon approval of the ordering officer. The ordering officer will take action to annotate the Service Order for Household Goods (DD Form 1164), (Attachment 2) to require set-off action against the carrier on the applicable Government bill of lading by the service finance center for extra charges attributed to the carrier for not picking up the storage lots as scheduled.

c. When it is desired to remove all or part of a lot from the contractor's warehouse, the contractor may be **unable** to deliver some items to the carrier because of inability to locate them. In the event that these items are subsequently found in the warehouse by the contractor, the contractor shall be responsible for all shipping charges (in excess of what it would have cost the Government had the item(s) moved with the main lot) from the storage facility to the base, installation, or home address where the military member is located. In the event the wrong lot or items are shipped/delivered, the contractor will be responsible for shipping costs for returning the erroneous lot or items and delivering the correct lot or items. Compensation **to** the contractor **will** not be over and above what it would have originally cost had the correct lot or items been delivered.

d. When the contractor attempts pickup at residence on the date specified on the DD Form 1164 and the member/member's representative is not available at residence, the contractor, upon approval of the ordering officer, shall be paid the drayage rate (Item 3, DD Form 1162-1) on a 500-pound shipment.

e. When the contractor attempts delivery at residence on the date specified on the DD Form 1164 and the member is unable to accept the shipment to his residence, the contractor, upon approval of the ordering officer, shall be paid the delivery rate (Item 7, DD Form 1162-1) on actual weight.

f. When ordered on DD Form 1164, the contractor will prepare an inventory for high/extraordinary value items and such "special services" shall be payable according to the rates set forth in DD Form 1162-1. The requested special services must be annotated on the DD Form 1163 by the ordering officer.

H-7 LIABILITY FOR CARE OF GOODS

a. Except as hereafter provided and notwithstanding payment for storage and other services hereunder, the contractor shall be liable in an amount not exceeding \$50 per article or package listed on the warehouse receipt or inventory form for any loss or damage to household goods deposited with it caused by its failure to exercise such care in regard to them as a reasonably careful owner of similar goods **would** exercise, but the contractor shall not be liable for any loss or damage to household goods which is caused by acts or conditions beyond its control and without its fault or negligence. The contractor shall not be liable for loss or damage to any documents, evidence of debt, money, records, specie, jewelry, accounts, bills, currency, deeds, notes, stamps, securities, common carrier or other tickets, passports or letters of credit not specifically listed on the warehouse receipt and shall be under no obligation to accept the same for storage; however, if such property in the same manner as it is liable for household goods.

b. The contractor shall inform the **member** of the member's right to declare, in writing, a **value of any article or package** of household goods in excess of \$50.00.

c. The contractor shall make prompt settlement directly to the member or the Government on any claim for loss or damage to household goods for which there is liability under the provisions of this Basic Ordering Agreement (BOA)> Contractors receiving a written claim for **loss** or damage to property stored by it shall acknowledge receipt of such claim, in writing, to the claimant within 10 working days after its receipt by the contractor. The contractor **shall**, at the time such claim is received, cause the date of receipt to be recorded on the claim. Every contractor which receives a claim for loss or damage to household goods stored by it shall pay, decline or make a firm compromise settlement offer, in writing, to the claimant within 120 days after receipt of the **claim** by the contractor. However, if the claim cannot be processed" and disposed of within 120 days after receipt thereof, the" contractor shall at that time and at **the** expiration of each succeeding 30-day period while the claim remains pending, advise the **claimant, in** writing, of the status of the claim and the reasons for the delay in making final disposition thereof.

d. In the event the contractor stores household goods **in** a facility which has not been approved by the contracting officer, the contractor shall be absolutely liable for all loss or damage to the goods, without regard to cause. The contractor will be responsible for all costs associated with the movement of the storage lots to an approved warehouse.

H-8 ANNUAL DOCUMENTATION REQUIREMENT

The contractor shall furnish all required documentation listed in Figure H-5 prior to the date indicated.

H-9 POSSESSION OF THIS AGREEMENT

The contractor shall possess a copy of this agreement, including modifications, which will be readily available for Department of Defense inspectors. The contractor is responsible for ensuring that his employees are familiar with the provisions (with modifications) of this agreement.

H-10 Order of Precedence

In the event **of** an inconsistency between provisions of this agreement, the inconsistency shall be resolved by giving precedence in the following order:

- a. The schedule (excluding the specifications).
- b. Terms and conditions of the agreement, if any.
- c. General provisions.
- d. Other provisions of the agreement , when attached or incorporated by reference.
- e. The specifications.

H-II Reporting Procedures for Loss and Damage.

a. Upon delivery of the household goods, it is the responsibility of the contractor to provide the member with 3 copies of DD Forms 1840 and **1840R** (Figures H-6 and H-7) and to obtain a receipt therefore on space provided on DD Form 1840. A copy of the completed DD Form 1840 shall also be provided by the contractor to the ordering officer within 30 days of the date of delivery of the household goods to the member. All loss of or damage to the household goods shall be noted at the time of delivery on DD Form 1840. For later discovered loss or damage, including that involving packed items for which unpacking has been waived in writing, written documentation on DD Form **1840R** advising the contractor of later discovered loss or damage, dispatched not **later** than 75 days following delivery, shall be accepted by the contractor as overcoming the presumption of the correctness of the delivery receipt.

b. The contractor's failure to provide DD Form 1840 and DD Form **1840R** and to have proof thereof will eliminate any requirement **for** notification to the contractor. Written notice using DD Forms 1840 and **1840R** is not required by the contractor in case of major incidents described by paragraph C-7d which requires the contractor to notify the contracting officer and appropriate ordering officers of the details of fires, vandalism, and similar incidents which produce significant loss, damage, or delay.

c. Loss of or damage to household goods discovered more than 75 days after the date of delivery will be presumed not to have occurred while the goods were in possession of the contractor unless good cause for the delay is shown, such as the officially recognized absence or hospitalization of the service member during all or a portion of the period of 75 days from the date of delivery.

d. The contractor will be deemed to have waived the right to inspect if:

(1) exceptions were taken at time of delivery and the contractor fails to inspect within 75 days from the date of delivery; or if

(2) written documentation of loss or damage has been dispatched within 75 days from the date of delivery and the contractor fails to inspect within 75 days from the date of such dispatch or 75 days from the date of delivery, whichever is later.

e. No **claim** shall be denied due **solely** to contractor's **lack** of opportunity to inspect prior to repair when the essential nature of the damaged item, such as a refrigerator, washer, dryer, or television, required **immediate** repair.

f. The 120-day period within which contractors must settle a claim for loss or damage does not commence until receipt of a **formal** claim.

g. It is agreed that the claim will be limited to the items indicated on the DD Form 1840 and **1840R**, except as indicated above. The claim for loss and/or damage shall not be limited to the general description of **loss** or damage to those items noted on DD Forms 1840 and **1840R**.

SECTION I - CONTRACT CLAUSES

I-1 52.202-1 Definitions (Apr 84)

As used throughout this Basic Ordering Agreement, the following terms shall have the meaning set forth below:

a. "Head of the agency" (also called "agency head") or "Secretary" means **the** Secretary (or Attorney General, Administrator, Governor, Chairperson, or other chief official, as appropriate) of the agency, including any deputy or assistant chief official of the agency; and, in the Department of Defense, the Under Secretary and any Assistant Secretary of the Department of the Army, Navy, and Air Force; and the Director and Deputy Director of Defense agencies; and the term "authorized representative" means any person, persons, or board (other than the Contracting Officer) authorized to act for the head of the agency or Secretary.

b. "Contracting Officer" means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting **Officer** acting within the limits of their authority as delegated by the Contracting Officer.

c. Except as otherwise provided in this contract, the term "subcontracts" includes, but is not limited to, purchase orders and changes and modifications to purchase orders under this contract.

d. The term "ordering officer" means an individual of a using activity authorized to issue Service Orders for Household Goods (DD Form 1164) (Attachment 2), under this agreement. The individual may be the contracting officer of a using activity or a duly appointed ordering officer so authorized.

e. The term "using activity" means an installation base or command of a military department or a Government agency which has been properly authorized by the contracting officer to issue service orders under this agreement.

f. The term "household goods" includes furniture, appliances, clothing, baggage, all other personal effects of a similar character, professional books, papers, and equipment, and other items authorized by entitlement.

g. The term "lot" means personal property placed in storage at Government expense and covered by one service order.

h. The term "storage period" means the period of time the contractor has possession of the property pursuant to Government orders.

i. The term "owner" or "member" means the individual in whose name the household goods are stored under this agreement.

j. The term "program" means the Department of Defense Personal Property Movement and Storage Program.

k. The term "**FAR**" means the Federal Acquisition Regulation, formerly the Defense Acquisition Regulation.

1. The term "material change" means any change which, if authorized by one party, would vary its rights and duties to the party making the change or injuriously affect its legal relations with the third parties.

I-2 Changes

a. The contracting officer may at any time, by a written order, make changes, within the general scope and requirements of this agreement, applying to any or all of the DD Forms 1164 issued hereunder; and the ordering officer may at any time, by a written order, make changes to the order's provisions, within the general scope of this agreement, during the performance of any service order. If any such change causes an increase or decrease in the cost of or the time required for performance of any service order, an equitable adjustment may be made in the price(s) or in the time for performance, or both; and the service order shall be modified, in writing, accordingly. Any claim by the contractor for adjustment under this clause must be asserted to the contracting officer or ordering **officer** directing the change within 30 days from the date of receipt by the contractor of the notification of change, provided, however, that the contracting officer or ordering officer directing the change, if deciding that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment under the **service** order to which it relates. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the mean of the clause of this agreement entitle "Disputes." However, nothing in this clause shall excuse the contractor from proceeding with any service order as changed.

b. Deviation from the requirements of this agreement: This agreement shall not be changed, modified, renewed, or supplemented by the Government except by action of the contracting officer. DD Forms 1164 shall be administered by the ordering officer provided, however, that provisions of any service order inconsistent with or deviating from the provisions of this agreement or the Schedule of Services and Rates for Household Goods (DD Form 1162-1), Section B, and the General Requirements, paragraph C-2, for storage of household goods shall not be effective unless approved in advance in writing by the contracting officer.

I-3 Subcontracting

The contractor shall not subcontract with other persons or firms for the performance of any service ordered under this agreement unless prior written approval has been received from the contracting officer.

I-4 Reserved

CLAUSES INCORPORATED BY REFERENCE (Apr 84)

This contract incorporates the following clauses by reference, with the same force and effect as if they given in full text. Upon request, the Contracting Officer will make their full text available.

- I. FEDERAL ACQUISITION REGULATION (48 CFR, CHAPTER 1) CLAUSES
- II, DOD FAR SUPPLEMENT (48 CFR , CHAPTER 2) CLAUSES
- III . DEFENSE ACQUISITION REGULATION CLAUSES

	<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
		<u>FEDERAL ACOUISITION REGULATION (FAR)</u>	
I-5	52.215-30	Facilities Capital Cost of Money	(APR 84)
I-6	52.232-11	Extras	(APR 84)
I-7	52.232-1	Payments	(APR 84)
I-8	52.232-23	Assignment of Claims	(APR 84)
I-9	52.229-3	Federal, State and Local Taxes	(APR 84)
1-10	52.249-8	Default	(APR 84)
1-11	52.233-1	Disputes	(APR 84)
1-12	52.222-26	Equal Opportunity	(APR 84)
1-13	52.203-1	Officials Not to Benefit	(APR 84)
1-14	52.203-5	Covenant Against Contingent Fees	(APR 84)
1-15	52.222-35	Affirmative Action for Special Disabled and Vietnam Era Veterans	(APR 84)
1-16	52.222-36	Affirmative Action for Handicapped Workers	(APR 84)
1-17	52.223-2	Clean Air and Water	(APR 84)
1-18	52.222-31	Waiver of Facilities Capital Cost of Money	(APR 84)
1-19	52.232-17	Interest	(APR 84)
1-20	52.219-8	Utilization of Small Business and Small Disadvantaged Business Concerns	(APR 84)

	<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
1-21	52.215-1	Examination of Records by Comptroller General	(APR 84)
I-22	52.203-3	Gratuities	(APR 84)
I-23	52.222-3	Convict Labor	(APR 84)
I-24	52.220-3	Utilization of Labor Surplus Area Concerns	(APR 84)
I-25	52.219-13	Utilization of Women-Owned Small Business	(APR 84)
I-26	52.248-1	Value Engineering	(APR 84)
I-27	52.232-17	Interest	(APR 84)
I-28	52.215-2	Audit - Negotiation	(APR 84)
I-29	52.246-4	Inspection of Services	(APR 84)
1-30	52.232-8	Discount for Prompt Payment	(APR 84)
1-31	52.249-4	Termination for Convenience of the Government (Short Form)	
I-32	52.237-2	Protecting of Government Buildings, Equipment, and Vegetation	(APR 84)
I-34	52.246-25	Limitation of Liability Services	(APR 84)
I-35	52.224-1	Privacy Act Notification	(APR 84)
I-36	52.224-2	Privacy Act	(APR 84)
1-37	52.229-3	Federal, State, and Local Taxes	(APR 84)
<u>DOD FAR SUPPLEMENT CLAUSES</u>			
I-38	252.232-7000	Invoices	(OCT 82)
I-39	252.233-7000	Certification of Request for Adjustment of Relief Exceeding Adjustment \$100,000	(FEB 80)
1-40	252.231-7000	Supplement Cost Principles	(APR 84)
1-41	252.243-7001	Pricing of Adjustments	(APR 84)

NUMBER

TITLE

DATE

DEFENSE ACQUISITION REGULATION (DAR) CLAUSES

I-42	7-103.16	Contract Work Hours and Safety Standards Act - Overtime Compensation	(JAN 84)	
I-43	7-1903-41	Service Contract Act of 1965, as Amended	(JAN 84)	

PART III . SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

	<u>No. of Pages</u>
1. Service Order for Household Goods (DD Form 1164), Figure H-1	1
:- 2. Certificate of Insurance (format), Figure H-2	1
3. Household Goods Descriptive Inventory, Figure H-3	1
4. Locator Sheet (format), Figure H-4	1
5. Annual Review Requirements, Figure H-5	1
6. Joint Statement of Loss or Damage at Delivery (DD Form 1840), Figure H-6	1
7. Notice of Loss or Damage (DD Form 1840R), Figure H-7	1

PART IV. SECTION K - REPRESENTATIONS . CERTIFICATIONS. AND OTHER STATEMENTS OF
OFFEROR

K-1. 52.203-2 Certificate of Independent Price Determination (Apr 841

a. The offeror certifies that

(1) The prices in this offer have been arrived at independently, without, ~~for the~~ purpose of restricting competition, any consultation, communication, or agreement with any **other offeror** or competitor relating to (a) these prices, (b) the intention to submit an offer, or (c) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a formal negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to include any other concern to submit or not to submit an offer for the purpose of restricting competition.

b. Each signature on the offer is considered to be a certification by the signatory that the signatory

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (a) Has been authorized, in writing to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs a(1) through a(3) above _____
_____ (insert full name of person(s) in this offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization).

(b) As an authorized agent, does certify that the principals named in subdivision b(2)(a) above have not participated, and will not participate, in any action contrary to subparagraphs a(1) through a(3) above; and

(c) As an agent, has not personally participated, and will not participate, in any action **contrary** to subparagraphs a(1) through a(3) above.

c. If the offeror deletes or modifies subparagraph a(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K-2 52.203-4 Continent Fee Representation and Agreement (APR 84)

a. Representation. The offeror represents that, except for full-time bona fide employees working solely for the offeror, the offeror

(NOTE: The offeror must check the appropriate boxes. For interpretation of the representation, including the term "bona fide employee," see subpart 3.4 of the Federal Acquisition Regulation.)

(1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☐ has not paid or agreed to pay any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

b. Agreement. The offeror agrees to provide information relating to the above representation as requested by the contracting officer and, when subparagraph a(1) or a(2) is answered affirmatively, to promptly submit to the contracting officer

(1) A completed Standard Form 119, Statement of Contingent or Other Fees (SF 119); or

(2) A signed statement indicating that the SF 119 was previously submitted to the same contracting office, including the date and applicable solicitation or contracting number, and representing that the prior SF 119 applies to this offer or quotation.

K-3 52.215-6 Type of Business Organization (Apr 84). The offeror or quoter, by checking the applicable box, represents that it operates as ☐ a corporation incorporated under the laws of the State of _____ or ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, or ☐ a joint venture.

K-4 52.215-11 Authorized Negotiators (APR 84). The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations: (List names, titles, and telephone numbers of the authorized negotiators).

K-5 52.219-1 Small Business Concern Representation (APR 84). The offeror represents and certifies as part of its offer that it ☐ **is**, ☐ is not a small business concern and that ☐ **all**, ☐ not all supplies to be furnished will be maintained or provided by 'a "small business concern in the United States, its possession, or Puerto Rico. "Small business concern," as used in these provisions, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a **small** business under the size standards in this solicitation.

K-6 52.219-2 Small Disadvantaged Business Concern Representation (APR 84)

a. Representation. The offeror represents that it [] is, [] is not a small disadvantaged business concern.

b. Definitions.

(1) "Asian-Indian American," as used in this provision, means a United States citizen whose origins are in India, Pakistan, or Bangladesh.

(2) "Asian-Pacific American," as used in this provision, means a United States citizen whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the US Trust Territory of the Pacific Islands, the Northern Mariana Islands, Laos, Cambodia, or Taiwan.

(3) "Native Americans," as used in this provision, means American Indians, Eskimos, **Aleuts**, and native Hawaiians.

(4) "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 **CFR** 121.

(5) "Small disadvantaged business concern," as used in this provision, means a small business concern that (1) is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or a **publicly** owned business having at least 51 percent of its stock owned by one or more socially and economically disadvantaged individuals and (2) has its management and daily business controlled by one or more such individuals.

c. Qualified groups. The offeror shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other individuals found to be qualified by the SBA under 13 **CFR** 124.1.

K-7 52.219-3 Women-Owned Small Business Representation (APR 84).

a. Representation. The offeror represents that it [] is, [] is not a women-owned small business concern.

b. Definitions.

(1) "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not **dominant** in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 **CFR** 121.

(2) "Women-Owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are US citizens and who also control and operate the business.

K-8 52.222.21 Certification of Nonsegregated Facilities (APR 84).

a. "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact' segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

b. By the submission of this offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the **contract**.

c. The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will

(1) obtain identical certifications from proposed subcontractors before the award for subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) retain the certifications in the files; and

(3) forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR
CERTIFICATIONS OF **NONSEGREGATED** FACILITIES

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract **under** which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for **all** subcontracts **during a** period (i.e., quarterly, semiannually, or annually).

NOTE : The penalty for making false statements in offers is prescribed in 18 **U.S.C.** 1001

K-9 52.222-22 Previous Contracts and Compliance Reports (APR 84). The offeror represents that

a. it [] has, [] has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925 or the clause contained in Section 201 of Executive Order No. 11114 ;

b. it [] has, [] has not filed all required compliance reports; and

c. representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K-10 52.222-25 Affirmative Action **Compliance** (APR 84). The offeror represents that (a) it ☐ has developed and has **on file**, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (**41 CFR** 60-1 and 60-2) or (b) it ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K-11 52.223-1 **Clean** Air and Water Certification (APR 84).

a. Any facility to be used in the performance of this proposed contract ☐ **is**, ☐ is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities.

b. The offeror will immediately notify the contracting officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

c. The offeror will include a certification substantially the same as this certification, including this paragraph **(c)**, in every nonexempt subcontract.

SERVICE ORDER FOR PERSONAL PROPERTY

1. TO (contractor)					2 FROM (Ordering Office)				
a. NAME					a. NAME				
b. ADDRESS (Street, City, State, Zip Code)					b. ADDRESS (Street, City, State, Zip Code)				
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, 19 _____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES									
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER		e. MODIFICATION NUMBER	
f. SERVICE ORDER NUMBER				g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, Zip Code)			
(1) OLD									
(2) NEW									
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYMMDD)		k. STORAGE EXPIRATION DATE (YYMMDD)		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (ACTUAL)	
n. OWNER									
(1) NAME (Last, First, Middle Initial)					(2) PERMANENT ADDRESS (Street, City, State, Zip Code)				
(3) PAY GRADE									
(4) SSN									
4. NEW ACCOUNTS - SERVICES ORDERED									
a. PACKING ITEM I		b. SPECIAL SERVICES			c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV		e. STORAGE ITEM V
		(1) WARDROBE ITEM HA	(2) EXPENSIVE/ VALUABLE ITEM ITEM IIB						
RATE		NO.	RATE	NO.	RATE	ZONE	RATE	RATE	RATE
\$			\$		\$		\$	\$	\$
5. REMOVAL ACTIONS									
a. APPROPRIATION IDENTITY			b. STORAGE REMOVAL DATE (YYMMDD)			c. DELIVERY ADDRESS (Street, City, State, Zip Code)			
d. SERVICES ORDERED									
(1) HANDLING IN ITEM IV	(2) HANDLING OUT ITEM VI	(3) DRAYAGE-OUT ITEM VII			(4) UNPACKING ITEM VIII	(5) WEIGHT REHANDLED	(6) WEIGHT REMOVED	(7) WEIGHT REMAINING	
RATE	RATE	ZONE	RATE	RATE					
MA									
7. SPECIAL INSTRUCTIONS									
a. Mail invoices to:									
b. Storage authority:									
c. Maximum weight chargeable to government					Lbs. Weight in excess of such maximum will be charged to the owner.				
d. Estimated Cost of the service(s) is \$					You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.				
e. Accounting Classification:									
8. CERTIFICATION (To be completed by Ordering Office) Commercial storage has been determined to be more economical than government storage.									
TYPED NAME (Last, First, Middle Initial)					b. SIGNATURE				
c. TITLE							d. DATE SIGNED		

CERTIFICATE OF WAREHOUSEMEN'S LEGAL LIABILITY INSURANCE

(DOD Directive 4500. 34-R)

This is to certify that a policy is now in force and includes insurance for Warehousemen's Legal Liability as required for property and accepted and stored under contract with any governmental agency under Public Law 1-649 (or any other subsequent to Public Law 245) is provided in an amount not less than \$1.50 times the number of pounds in storage at the time of loss subject to the limit(s) of liability specified below. Liability not limited per lot.

INSTRUCTIONS. (Type all information in accordance with signature.)

a. NAME OF INSURANCE COMPANY	1. a. NAME OF CONTRACTOR
b. ADDRESS (street number, city, state, and ZIP code)	2. b. ADDRESS (street number, city, state, and ZIP code)
POLICY NUMBER	4. EFFECTIVE DATE (Mo/Day/Yr) (12:01 a.m. Standard Time @ the place of issuance and continuing until cancelled as provided for in paragraph "5" below.)
a. ADDRESS OF WAREHOUSE	5. c. LIMIT OF LIABILITY
1. _____	\$ _____
x. _____	\$ _____
2. _____	\$ _____

Deductibles under this policy are applied on an occurrence basis and shall not exceed \$100.00. Deductible amount \$ _____. If the contractor may be liable, the company may be liable. If the contractor cannot or does not handle a claim, the company assumes responsibility to see that the claim receives Prompt attention, including the determination of the contractor's liability, and payment in full to the extent of that liability.

Lack of cooperation from the contractor for any reason (including contractor bankruptcy) is no defense. necessary, the company shall seek from the claimant affidavits or other supporting documentation to permit determination of liability.

When requested by the contracting officer, the company will provide, within thirty (30) days, a duplicate original of said policy and all endorsements thereto. The contracting officer reserves the right to reject certificates of insurance from insurance companies if they fail to provide adequate protection.

This certificate may not be cancelled without cancellation of said policy. Such cancellation or any material change may be effected by the company or the contractor only by giving thirty (30) days notice in writing to the _____.

Such notice will commence to run from the date said notice is actually received.

Insurance and surety companies must be legally authorized to issue policies of warehousemen's legal liability insurance in each state that the contractor is authorized to operate or be authorized to issue such policies in the state in which the contractor has its principal place of business. The underwriter of warehousemen's legal liability insurance must have a policyholder's rating of "A" or better in Best's Insurance Guide.

ISSUING OFFICE

6. a. NAME OF INSURANCE COMPANY/UNDERWRITER/AGENT	7. a. NAME OF AUTHORIZED INSURANCE COMPANY REPRESENTATIVE
b. ADDRESS (street number, city, state, and ZIP code) • HOME NO. (Area Code)	7. b. SIGNATURE DATE (Mo/Day/Yr)

Year	Percentage of Respondents (%)
1990	65
1992	75
1994	70
1996	78
1998	85
2000	90

U.S. should take action to reduce global warming

PAGE m	NO OF PAGES
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NOTE: THE OMISSION OF THESE SYMBOLS INDICATES GOOD CONDITION EXCEPT FOR NORMAL WEAR

"WE HAVE CHECKED ALL ITEMS LISTED AND NUMBERED 1 TO _____ INCLUSIVE AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND OF THE STATE OF THE GOODS RECEIVED."

**BEFORE SIGNING — CHECK SHIPMENT, COUNT ITEMS
AND DESCRIBE LOSS OR DAMAGE IN SPACE ON THE RIGHT ABOVE**

AT ORIGIN	CONTRACTOR, CARRIER OR REPRESENTATIVE (DRIVER)	DATE	AT DESTI- NATION	CONTRACTOR, CARRIER OR REPRESENTATIVE (DRIVER)	DATE
	(SIGNATURE)	TIME		(SIGNATURE)	TIME
	OWNER OR AUTHORIZED AGENT	DATE		OWNER OR AUTHORIZED AGENT	DATE
	(SIGNATURE)	TIME		(SIGNATURE)	TIME

LOCATOR SHEET

NAME-RANK-SSAN LT R.H. McMOORE 064-20-5583
LOT NO. 63890 (Red)
SERVICE ORDER NR. F22607-76-M-20611
NAME ISSUING ACTIVITY Tm O, Supersonic AFB, Undera II, Central
WAREHOUSE (Number& Address) 1234 North/South Ave., New Rise, Central

PALLET NR.	OR	BOX NR.	LOCATION
		70/- A	2-E -6
		10 2-6	2-E-9
		103 - C	2-E -10

Segregated Items O/S, Rugs, Pianos, Organs, Lawnmowers, Bicycles, Etc

INV. ITEM NR.	ARTICLE	LOCATION
4	9x12 Green Rug	Rug Tube 1-A
5	9x12 Rug Pad	Rug Tube 1-B
6	Red Sofa - 3 pieces	Rack 2-C-8
7	Flowered stuffed Chair	Rack 2-C-9
8	Lawnmower	OFFICE DECK
9	Piano	PIANO ROOM

DATE INTO STORAGE 14 JULY 1979 TYPE STORAGE GOVT-80A
ITEMS IN PALLET OR BOX NR. 101-A (CIRCLE) (BASIC ORDERING AGREEMENT)

1	16	31	46	61	76	91	106	121	136	151	166	181	196	211	226	241	256	271	286
2	17	32	47	62	77	92	107	122	137	152	167	182	197	212	227	242	257	272	287
3	18	33	48	63	78	93	108	123	138	153	168	183	198	213	228	243	258	273	288
4	19	34	49	64	79	94	109	124	139	154	169	184	199	214	229	244	259	274	289
5	20	35	50	65	80	95	110	125	140	155	170	185	200	215	230	245	260	275	290
6	21	36	51	66	81	96	111	126	141	156	171	186	201	216	231	246	261	276	291
7	22	37	52	67	82	97	112	127	142	157	172	187	202	217	232	247	262	277	292
8	23	38	53	68	83	98	113	128	143	158	173	188	203	218	233	248	263	278	293
9	24	39	54	69	84	99	114	129	144	159	174	189	204	219	234	249	264	279	294
10	25	40	55	70	85	100	115	130	145	160	175	190	205	220	235	250	265	280	295
11	26	41	56	71	86	101	116	131	146	161	176	191	206	221	236	251	266	281	296
12	27	42	57	72	87	102	117	132	147	162	177	192	207	222	237	252	267	282	297
13	28	43	58	73	88	103	118	133	148	163	178	193	208	223	238	253	268	283	298
14	29	44	59	74	89	104	119	134	149	164	179	194	209	224	239	254	269	284	299
15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300

USE OF ITEM ACCOUNTABILITY PER PALLET IS RECOMMENDED. HOWEVER, ITS USE IS CONSIDERED OPTIONAL.

NAME LT R.H. McMOORE
LOT NR. 63890 (Red)
PIECE NR. 6
SERVICE ORDER NR. F22607-76-M-20611

(Figure H-4)

ANNUAL REVIEW REQUIREMENTS

As stated in paragraph H-8, the Basic Ordering Agreement (BOA) shall be reviewed, as a minimum, annually. In order to accomplish this review, the contractor shall furnish the following information and documents to the contracting officer each year no later than _____.

a. A copy of the latest complete fiscal year (12 months) financial statement (balance sheet and profit and loss statement), certified by either an independent public accountant or an official of the firm, that it truly and fully sets forth the financial condition of the firm.

b. A copy of the fire insurance letter (Figure G-1 of Appendix G, DOD 4500.34-R) for each approved storage location, completed by the contractor's insurance company, providing certified information regarding the current fire contents rate and any fire fighting systems and a fire content rate listing checked and verified by the responsible Insurance Services Office.

c. A certificate of insurance in effect (reference paragraph C-7d(4)(h), and Attachment 2). If present certificate on-file with the regional storage management office (RSMO) is accurate, a new certificate is not required.

d. A statement as to whether or not there have been organizational changes within the firm (e.g., change of name, ownership* officers, corporate structure> etc.) during the previous year and, if so, what the changes were. An authenticated copy of the minutes of each corporate meeting during which the change(s) was/were effected or approved shall be furnished with such notification, when applicable (reference para. C-7d(4) (f)).

e. A copy of a large lease in effect and/or evidence of ownership (e.g., tax receipt) for each storage location approved under the BOA. If present lease/evidence on file with the RSMO is accurate, a new lease/evidence is not required.

f. The number of service employees (excluding clerical and sales personnel) routinely employed for work under this BOA.

g. One signed copy of the current collective bargaining agreement(s), or a statement to the effect that none exists.

h. The names, home addresses (including zip codes), and home telephone numbers (including area code) or two operating executives to contact in case of emergency.

i. The names and titles of two persons. authorized to sign contractual documents (reference paragraph K-4).

JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY			
<u>Privacy Act Statement</u>			
AUTHORITY:	The requested information is solicited pursuant to one or more of the following: 5 U. S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).		
PRINCIPLE PURPOSE(S):	The information requested is to be used in <input checked="" type="radio"/> valuating claims.		
ROUTINE USE(S):	The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.		
>ISC10SURE:	Voluntary; however, failure to supply the requested information or to <input checked="" type="radio"/> execute the form may delay or otherwise hinder the payment of your claim.		
GENERAL INSTRUCTIONS: The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.			
SECTION A. GENERAL (To be completed by carrier/contractor)			
1. NAME OF OWNER (Last, First, Middle Initial) 2. SOCIAL SECURITY NO. 3. RANK OR GRADE 4. NET WEIGHT OF SHIPMENT			
5. ORIGIN OF SHIPMENT (City and State/Country)		6. DESTINATION OF SHIPMENT (City and State/Country)	
7. PPGBL/ORDER NUMBER & PICKUP DATE		9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTRACTOR REF. NO.	
SECTION B. RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)			
13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.			
a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)	
14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below)		15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below)	
a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not used.		a. Property was delivered in apparently good condition except as otherwise noted above.	
b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not waived.		b. I will initiate tracer action for missing items.	
c. I estimate the amount of my loss and/or damage at \$		c. Name of delivering carrier/agent/contractor	
d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form <input checked="" type="radio"/> and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim.		d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
e. Telephone Number	1. Date Signed	e. Signature	
g. Signature		f. Date Signed	

DD Form 1840, JAN 88

Previous editions are obsolete.

MEMBER

(figure H-6)

Abstract

—

1. STATEMENT OF PROPERTY LOSS OR DAMAGE: You are hereby notified of the loss or damage in the following shipment of personal property.

d. Origin of Shipment (City and State/Country)	e. Destination of Shipment (City and State/Country)
--	---

2. LIST OF PROPERTY LOSS / DAMAGE (NOTE: Trooper action is requested for items listed as missing)

[illegible]

(NOTE: Mail original to home office of carrier / contractor listed in item 9 on DD Form 1840)

a. Name and Address (Street Address, City, State, and ZIP Code)	b. Date of Dispatch

4. YOUR REPRESENTATIVE **MAY CONTACT THIS CLAIMS OFFICE FOR ASSISTANCE**

DO Form 1 840R, JAN 88

Previous editions are obsolete.

(figure H-6.1)

H-47

SCHEDULE OF SERVICES AND RATES FOR HOUSEHOLD GOODS				
<p>Rates listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of household goods. All service orders are subject to a minimum weight of 500 pounds.</p>				
1. Basic Ordering Agreement Number		2. Modification Number	3. Effective date (yyymmdd)	
4. Service Performed				
a. Title	b. Description	c. Rate		
(1) ITEM I PACKING	Packing and protection as required by and incident to drayage, marking, tagging and inventorying for storage (includes flat wardrobe cartons) (rate per cwt)	\$		
(2) ITEM II SPECIAL SERVICE	a. Wardrobes: Upright wardrobes with minimum 18 inch bar. (cost each)	\$		
	b. Inventory of high value items as declared by the member or his agent. (cost per inventoried carton)	\$		
(3) ITEM III DRAYAGE	Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform. (Rate per cwt)	ZONES	1	\$
			2	\$
			3	\$
			4	
			5	- \$
			6	
(4) ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. (Rate per cwt)	\$		
(5) ITEM V STORAGE	Storage per Clause H-5, Basic Ordering Agreement (Rate per cwt per month)	\$		
(6) ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and Place onto warehouse platform. (Rate per cwt)			
(7) ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading, including the placing in appropriate rooms in accordance with specifications (Rate per cwt)	ZONES	1	\$
			2	
			3	\$
			4	\$
			5	\$
			6	\$
(8) ITEM VIII UNPACKING	Unpacking, including unpacking all barrels, crates, cartons, recording overage, shortage or damage found while unpacking, removing from writer's residence all empty containers, packing materials and other debris accumulated incident to unpacking in accordance with specifications (Rate per cwt)	\$		
5. SERVICE AREA				
This agreement covers orders placed by using activities within the following area.				
6. GEOGRAPHIC DESCRIPTION OF EACH ZONE SHOWN IN ITEMS III AND VII ABOVE				
a. Zone 1		b. Zone 2		
c. Zone 3		d. Zone 4		
e. Zone 5		f. Zone 6		
7. CONTRACTOR CERTIFICATION STATEMENT				
I certify that I hold a valid operating permit/certificate for zones on which I have submitted rates.				
a. Typed NAME (Last, First, Middle Initial)		b. SIGNATURE		

SCHEDULE OF SERVICES AND RATES FOR HOUSEHOLD GOODS				
Rates listed in this schedule shall be inclusive of all charges for labor, materials, van and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of household goods. All service orders are subject to a minimum weight of 500 pounds.				
1. Basic Ordering Agreement Number 2. Modification Number 3. Effective date (yyymmdd)				
4. Service Performed				
a. Title	b. Description	c. Rate		
(1) ITEM I PACKING	Packing and protection as required by and incident to drayage, marking, tagging and inventorying for storage (includes flat wardrobe cartons) (rate per cwt)	\$		
(2) ITEM II SPECIAL SERVICE	a. Wardrobes: Upright wardrobes with minimum 18 inch bar. (cost each)	\$		
	b. Inventory of high value items as declared by the member or his agent. (cost per inventoried carton)	\$		
(3) ITEM III DRAYAGE	Pickup at location, loading, weighing drayage to warehouse and unloading onto warehouse platform. (Rate per cwt)	<u>ZONES</u>	1	\$
			2	\$
			3	\$
			4	\$
			5	\$
			6	\$
(4) ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. (Rate per cwt)	\$		
(5) ITEM V STORAGE	Storage per Clause H-5, Basic Ordering Agreement (Rate per cwt per month)	\$		
(6) ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and place onto warehouse platform. (Rate per cwt)	\$		
(7) ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading, including the placing in appropriate rooms in accordance with specifications (Rate per cwt)	<u>ZONES</u>	1	\$
			2	\$
			3	\$
			4	\$
			5	\$
			6	\$
(8) ITEM VIII UNPACKING	Unpacking, including unpacking all barrels, crates, cartons, recording overage, shortage or damage found while unpacking, removing from owner's residence all empty containers, packing materials and other debris accumulated incident to unpacking in accordance with specifications (Rate per cwt)	\$		
5. SERVICE AREA				
This agreement covers orders placed by using activities within the following area.				
6. GEOGRAPHIC DESCRIPTION OF EACH ZONE SHOWN IN ITEMS III AND VII ABOVE				
a. Zone 1		b. Zone 2		
c. Zone 3		d. Zone 4		
e. Zone 5		f. Zone 6		
7. CONTRACTOR CERTIFICATION STATEMENT				
I certify that I hold a valid operating permit/certificate for zones on which I have submitted rates.				
a. Typed NAME (Last, First, Middle Initial)		b. SIGNATURE		

BASIC ORDERING AGREEMENT FOR STORAGE OF HOUSEHOLD GOODS AND RELATED SERVICES	
SIGNATURE PAGE	
IN WITNESS THEREOF, THE PARTIES HERETO HAVE EXECUTED THIS BASIC ORDERING AGREEMENT AS OF THE DAY AND DATE FIRST ABOVE WRITTEN:	
THE UNITED STATES OF AMERICA	
WITNESS	BY _____ (SIGNATURE of CONTRACTING OFFICER)
	_____ (TYPED NAME)
	_____ (TYPED NAME OF CONTRACTOR)
_____ NOTE: In cases of corporation, witnesses not required, but certificate below must be completed. Type or print names under all signatures.	BY _____ (SIGNATURE)
	_____ (TYPED NAME)
	_____ (TITLE)
	_____ (ADDRESS)
AN OFFER SIGNED BY AN OFFICER OF THE CORPORATION MUST BE EXECUTED IN THE CORPORATION NAME AND BE ACCOMPANIED BY THE FOLLOWING CERTIFICATE EXECUTED AND SIGNED BY ANOTHER OFFICER OF THE CORPORATION UNDER ITS CORPORATE SEAL.	
CERTIFICATE	
I, _____, CERTIFY THAT I AM THE _____ _____ OF THE CORPORATION NAMED AS OFFEROR HEREIN; THAT _____ _____, WHO SIGNED THIS OFFER ON BEHALF OF THE OFFEROR, WAS THEN _____ _____ OF SAID CORPORATION; THAT SAID OFFER WAS ONLY SIGNED FOR AND IN BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS GOVERNING BODY, AND IS WITHIN THE SCOPE OF ITS CORPORATE POWERS.	
_____ (SIGNATURE) (CORPORATE SEAL)	
IF A PARTNERSHIP AN OFFER SIGNED BY A PARTNER MUST BE EXECUTED IN THE PARTNERSHIP NAME AND BE ACCOMPANIED BY A LISTING OF ALL OTHER PARTNERS. LIST NAMES BELOW IF NOT FURNISHED ELSEWHERE ON THE FORM.	
_____	_____
_____	_____
_____	_____

BASIC ORDERING AGREEMENT FOR STORAGE OF HOUSEHOLD GOODS AND RELATED SERVICES	
SIGNATURE PAGE	
IN WITNESS THEREOF, THE PARTIES HERETO HAVE EXECUTED THIS BASIC ORDERING AGREEMENT AS OF THE DAY AND DATE FIRST ABOVE WRITTEN:	
THE UNITED STATES OF AMERICA	
WITNESS	BY _____ (SIGNATURE OF CONTRACTING OFFICER)
	_____ (TYPED NAME)
	_____ (TYPED NAME OF CONTRACTOR)
NOT F.: In cases of corporation, witnesses not required, but certificate below must be completed. Type or print names under ● if signatures.	BY _____ (SIGNATURE)
	_____ (TYPED NAME)
	_____ (TITLE)
	_____ (ADDRESS)
AN OFFER SIGNED BY AN OFFICER OF THE CORPORATION MUST BE EXECUTED IN THE CORPORATION NAME AND BE ACCOMPANIED BY THE FOLLOWING CERTIFICATE EXECUTED AND SIGNED BY ANOTHER OFFICER OF THE CORPORATION UNDER ITS CORPORATE SEAL.	
CERTIFICATE	
I, _____, CERTIFY THAT I AM THE _____	
_____ OF THE CORPORATION NAMED AS OFFEROR HEREIN; THAT _____	
_____, WHO SIGNED THIS OFFER ON BEHALF OF THE OFFEROR, WAS THEN _____	
_____ OF SAID CORPORATION; THAT SAID OFFER WAS DULY SIGNED FOR AND IN	
BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS GOVERNING BODY, AND IS WITHIN THE SCOPE OF ITS	
CORPORATE POWERS.	
_____ (SIGNATURE) [CORPORATE SEAL]	
IF A PARTNERSHIP	
AN OFFER SIGNED BY A PARTNER MUST BE EXECUTED IN THE PARTNERSHIP NAME AND BE ACCOMPANIED BY A LISTING OF ALL OTHER PARTNERS. LIST NAMES BELOW IF NOT FURNISHED ELSEWHERE ON THE FORM.	
_____	_____
_____	_____
_____	_____

DD, FORM 1 162-3
MAR 78

EDITION JUN 71 IS OBSOLETE.

(figure H-8. 1)